

Student Planning Quick Start Guide

Updated 4/6/23

The following topics are covered:

- How to access Student Planning
- Plan and schedule courses
- Register for classes
- Print your registration statement and schedule
- View your Financial Aid Information

How to Access Student Planning

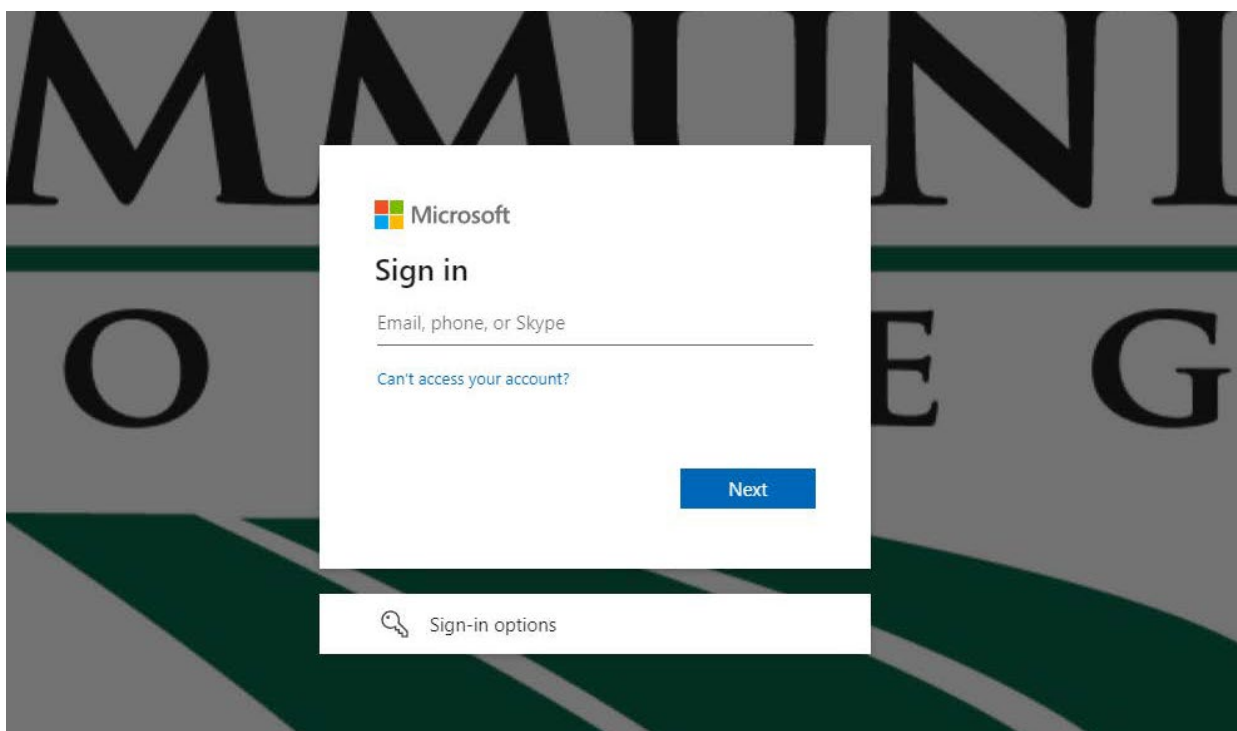
Access Student Planning on the [college website at www.wilsoncc.edu](http://www.wilsoncc.edu).

Select the Student Planning link at the top of the homepage.



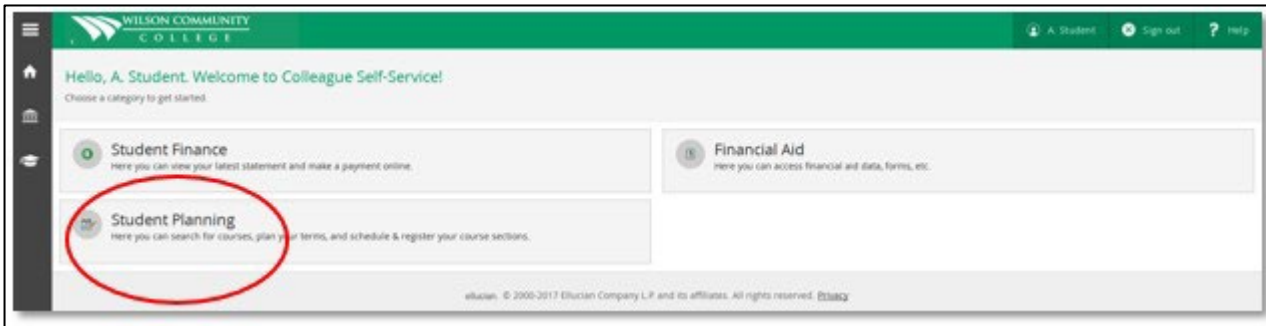
Log in using your Office 365 email address and password.

- Username – first name initial, last name initial, last four digits of WCC Student ID, followed by @my.wilsoncc.edu
- Example: jd3456@my.wilsoncc.edu

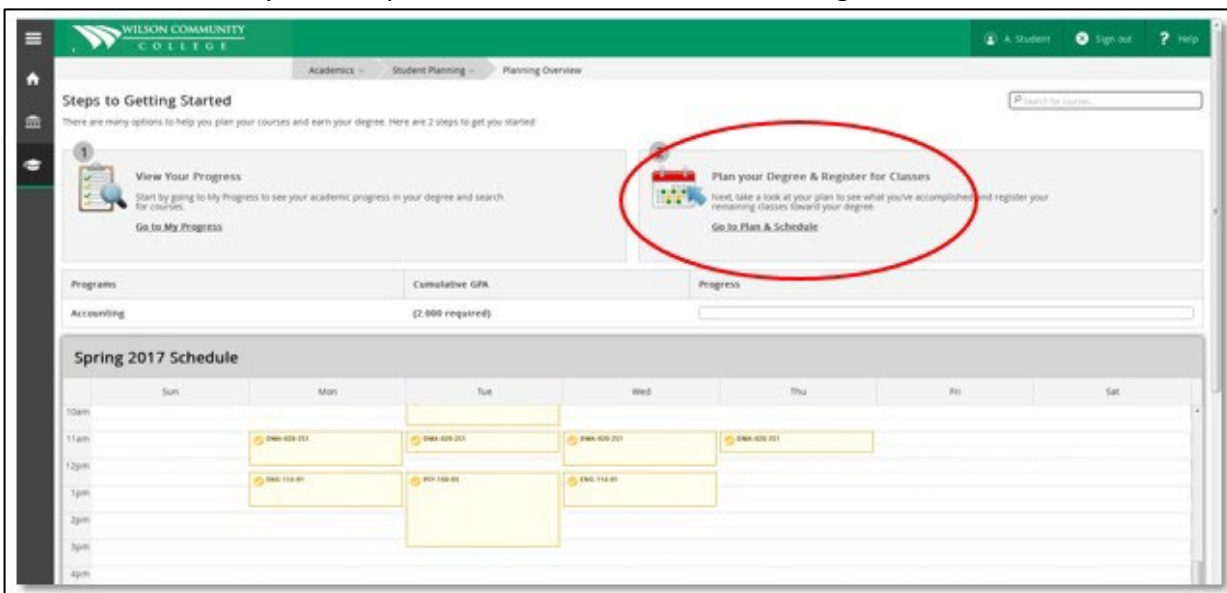


Plan and Schedule Courses

Select the **STUDENT PLANNING** box to search for classes, plan your semester schedule, register, and track your progress toward graduation.



Select box 2 to view your complete schedule, add classes, and register.



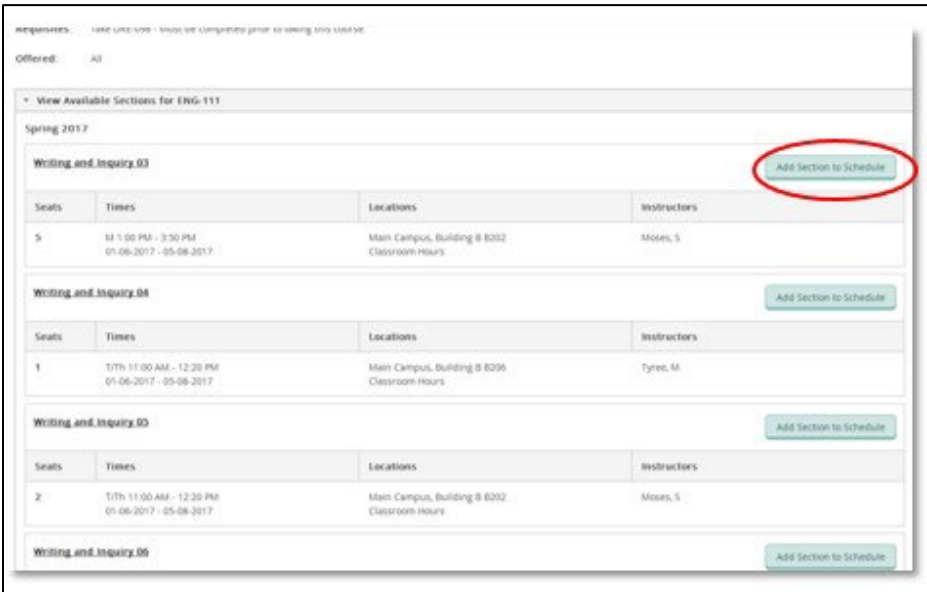
Use the search bar located at the top right of any screen to search for a specific class.

EX: ENG 111

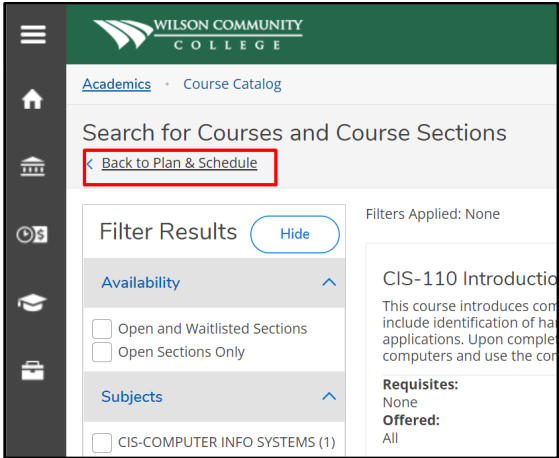


From the list of results, choose the section you want to add to your schedule by selecting **ADD SECTION TO SCHEDULE**.

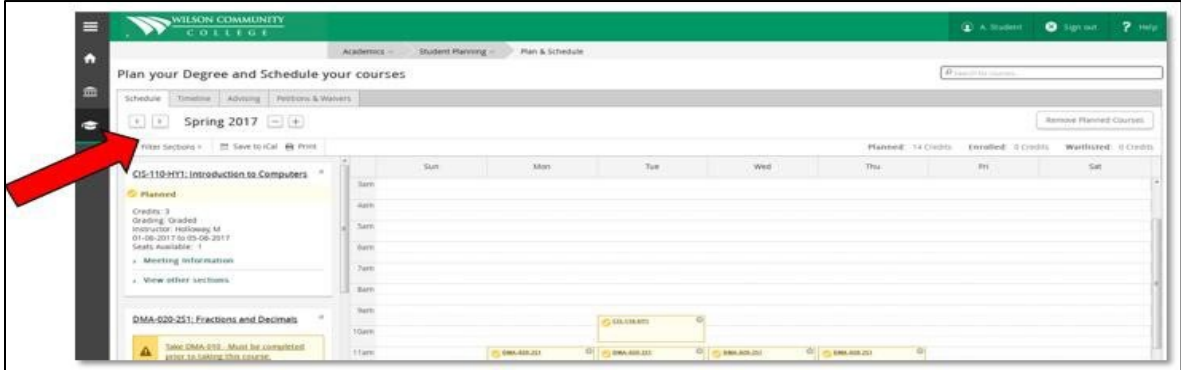
- SEATED COURSES ARE LISTED FIRST WITH A SECTION NUMBER (**01**)
- AFTER THE COURSE ABBREVIATION.
- HYBRID COURSES ARE
- LISTED NEXT WITH AN **HY**.
- ONLINE OR NET COURSES ARE LISTED WITH A **NT**.
- BLENDED COURSES ARE LISTED WITH A **BL**.



Select **Back to Plan and Schedule** to view the class or classes you added to your schedule.

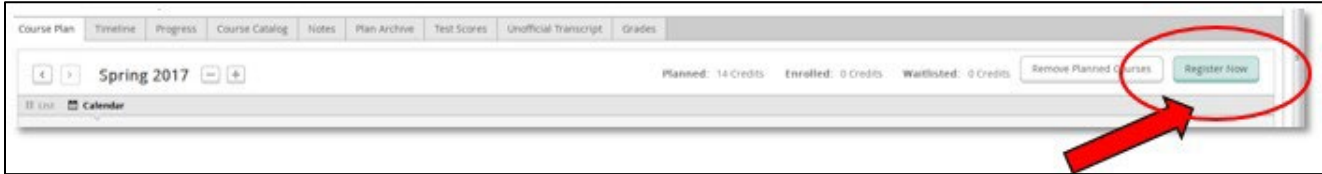


This screen allows you to view or remove all of the courses you have planned.



Register for classes

To register, click **REGISTER NOW** (after you have met with your advisor and **only** during registration periods).



Classes that you have successfully registered for will appear in **GREEN**. Planned courses that you are NOT registered for will appear in **YELLOW**.

Planned: 2 Credits Enrolled: 11 Credits Waitlis							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	✓ DMA-d ✓ DMA-d ✓ DMA-d	✓ DMA-d ✓ DMA-d ✓ DMA-d	✓ DMA-d ✓ DMA-d ✓ DMA-d	✓ DMA-d ✓ DMA-d ✓ DMA-d	✓ DMA-d ✓ DMA-d ✓ DMA-d	✓ DMA-d ✓ DMA-d ✓ DMA-d	
		✓ CIS-110-HY1	✓ ACA-111-03				

View and print your registration statement and schedule.

Select the **HOME** button anytime to take you to the main menu.
Next, select the student finance box to view and print your schedule and tuition statement.
(You will only be able to view and print if you are registered for classes)



Select Account Activity; from this screen, you can view/print your statement.



View your Financial Aid Information

Select the **Home** button to return to the main menu. Select the **Financial Aid** box.
You can manage your financial aid information and accept your award letter from here.

